



United States
Department of
Agriculture

Office of the
Chief Financial
Officer

National
Finance
Center

P.O. Box 60000
New Orleans
Louisiana 70160

AUG 16 2001

Ms. Nancy Raum
Director of Human Resources
Small Business Administration
409 Third Street, SW, Suite 4200
Washington, D.C. 20416

Dear Ms. Raum:

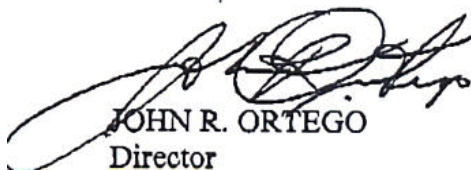
The Department of Agriculture's National Finance Center (NFC) is proud to offer your employees the ability to receive an electronic Statement of Earnings and Leave (SEL) in lieu of a printed and mailed version. This capability allows your agency to show progress toward implementing the Government Paperwork Elimination Act and reduce the associated cost. Mailing a paper SEL currently costs approximately \$8 per employee per year.

Employees can access the system 24 hours a day, 7 days a week. The SEL saves time by eliminating the need to request information from agency personnel. Earnings and leave information is available immediately after the payroll process completes. At least 3 years' worth of statements will be available online. The data is protected with a 128-bit Secure Socket Layer encryption when it travels over the Internet. Instructions on using this new capability are available on the NFC Web site (www.nfc.usda.gov).

If your agency is interested in offering employees this option, please send a letter to me at P.O. Box 60,000, New Orleans, Louisiana 70160. In your letter, specify the agency and the pay period to begin offering your employees the option of receiving the electronic SEL in lieu of a mailed copy. If a decision is made that your agency will not take advantage of the electronic SEL, a letter is not required.

If you need additional information, please have a member of your staff contact the Customer Support Organization at (504) 255-5230 or customer.support@usda.gov.

Sincerely,



JOHN R. ORTEGO
Director